



The Inspector General Information Railroad

Keeping you on Track



Unit Commander's Financial Report

The Unit Commander's Financial Report (UCFR) is a tool designed to give the unit commander a one-line roll up of a Soldier's pay status. A proper review of the UCFR is essential to improve combat readiness, reduce fraud, waste, and abuse, and ensure Soldiers receive the pay to which they are entitled.



Commander's Requirements

- review the UCFR each month to verify their Soldier's correct entitlements/allowances, accuracy of debts, screening of allotments, and leave balances for accuracy.
- must report discrepancies immediately to the Defense Military Pay Office (DPMO).
- submit signed copy of the UCFR to unit S1 with all supporting documents for lines that may not be accurate (promotion orders, article 15, ETS orders, etc.)

During a recent 2-year inquiry by the Government Accountability Office, it was determined that the total of all active Army military pay-related out-of-service debts was in excess of \$50 million dollars. This includes overpayment of leave, receiving pay in a non-pay status (awol, incarcerated, etc.), overpayment of BAH, and tuition assistance. Most could have been avoided with a properly reviewed UCFR.

S-1 Requirements

- prepare pay-related documents.
- respond to Soldier pay inquiries.
- forward pay-related documents to the finance office or DMPO daily.



References

- AR 37-104-4, Military Pay and Allowances Policy, 8 June 2005
- DFAS Standard Operating Procedure for the Unit Commander Financial Report 4 May 2009

IG Contact Numbers

IG Assistance	(580) 442-3109
IG Inspections	(580) 442-6007
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*Always give your COC the chance
to resolve any issues!!!*